



## PUBLIC NOTICE EFFECTIVE MARCH 18, 2020

### Town of New Boston Pandemic Planning and Operating Changes

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The Board of Selectmen and Town Administrator would like to announce the following operational changes for the Town of New Boston. We continue to actively monitor the COVID-19 situation, which is rapidly evolving. The Town is committed to the continued health and optimal safety of our residents as well as our employees, and we intend to do our part to “flatten the curve” of the COVID-19 pandemic. On Friday evening Governor Sununu issued a state of emergency for the State of New Hampshire. The Governor also directed all schools to close and work toward a virtual environment at least until April 6th. Officials have discussed our position moving forward through this crisis. We respectfully ask that if you are sick you make every attempt to conduct your business online or via phone or email. Employees have been advised to discretely refuse to provide services to any person who is obviously sick with COVID-19 symptoms such as coughing, shortness of breath, and fever. The following measures are currently in place to restrict access to facilities and limit potential exposure of our residents and town staff to the virus:

- The Town Office is open for business but closed for public visitation until further notice. Staff will continue working behind the scenes and will work to respond to you as quickly as possible. Many of our services are already provided online through our website at [newboston.gov](http://newboston.gov) (Some of these items are: Vehicle registration renewal, dog license, vital statistics, zoning application, abatements, tax cards and payment of online property tax payments) Staff contacts are located at the end of this message and on the town's website. We will continue monitoring email and phone messages throughout this crisis. Until further notice the Building Department we will be curtailing non-essential inspections. We have added a drop box at the front door to make it easier to drop off permits, tax collections and other paperwork. For **NEW** vehicle registrations and transferring of plates please call the Town Clerks Office.
- The Library is closing for the remainder of the week and will reassess at that time.
- All recycling at the transfer station is suspended until further notice. The trash compactor will be available for disposal of household waste. You may dispose of recyclables with your household waste. We ask that if you can retain your recyclables until the situation abates and recycle them later, it would be appreciated.
- The Highway Department facilities will be restricting public access. Please call the department if you need their services.
- Police/Fire will continue to serve the residents of our town on a “business as usual” basis, however, we ask that you keep all non-emergency calls to a minimum so that they may devote their time to those residents in need of emergency services.
- All non-mandatory committee meetings are hereby postponed. The only meetings that shall continue are the Board of Selectmen, Planning and ZBA if required by RSA.
- All events are hereby cancelled at the Town Hall and Historical Society Building (Wason Bldg.)

We ask for your patience during this difficult time as we do our best to protect our residents and our staff. We ask you to exercise care in your personal contacts and follow those practices being recommended by health officials. Please check our website and Facebook page for updates. Information from the State of NH can be obtained by dialing 211.

#### Important Contacts:

Have a question for a department? Please contact the following staff members either via email or by phone.

#### General Questions/Comments/Concerns

Peter Flynn	Town Administrator	603-487-2500 x121	<a href="mailto:p.flynn@newbostonnh.gov">p.flynn@newbostonnh.gov</a>
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#### Finance Questions

Jennifer Allocca	Cell Finance Director	603-848-5387 603-487-2500 x 125	<a href="mailto:j.allocca@newboston.gov">j.allocca@newboston.gov</a>
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#### Vehicle Registration

Kim Colbert	Town Clerk our	603-487-2500 x 131	<a href="mailto:k.colbert@newboston.gov">k.colbert@newboston.gov</a>
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Phone Message from Clerk's office-  
To protect you and our staff we have closed our office until further notice. We ask that you take advantage of our on line services. For renewal of vehicles and dog licenses please go to the Town of New Boston website where you may use a credit card or e-check. You may also renew via regular mail. We have a drop off box for renewals on the porch of the Town Hall to your right.

The New Hampshire of Motor Vehicles has extended all temporary plates beginning March 1 until April 30<sup>th</sup>. In case of an emergency please leave a message on our phone, 487-2500 x 131 as we will periodically be checking messages.

#### Marriage License/Dog License/Birth Certificates/and other Vital Certificates

Kim Colbert	Town Clerk	603-487-2500 x 131	<a href="mailto:k.colbert@newboston.gov">k.colbert@newboston.gov</a>
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#### Assessing Department

Laura Bernard	Assessing Clerk	603-487-2500 x 161	<a href="mailto:l.bernard@newbostonnh.gov">l.bernard@newbostonnh.gov</a>
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#### Land Use-Planning and Zoning

Shannon Silver	Planning Coordinator	603-487-2500 x 141	<a href="mailto:s.silver@newbostonnh.gov">s.silver@newbostonnh.gov</a>
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#### Building Department

Jan Caswell	Secretary/Clerk	603-487-2500 x 150	<a href="mailto:j.caswell@newbostonnh.gov">j.caswell@newbostonnh.gov</a>
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#### Fire Department

Dan MacDonald	Fire Chief	603-487-2500 x 310	<a href="mailto:d.macdonald@newbostonnh.gov">d.macdonald@newbostonnh.gov</a>
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#### Police Department

James Brace	Police Chief	603-487-2500 x 210	<a href="mailto:j.brace@newbostonnh.gov">j.brace@newbostonnh.gov</a>
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Health Department

Shannon Silver	Health Officer	603-487-2500 x 141	<a href="mailto:S.silver@newbostonnh.gov">S.silver@newbostonnh.gov</a>
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Transfer Station

Gerry Cornett	Transfer Superintendent	603-487-2500 x 501	<a href="mailto:g.cornett@newbostonnh.gov">g.cornett@newbostonnh.gov</a>
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Highway Department

Dick Perusse	Highway Superintendent	603-487-2500 x 612	<a href="mailto:D.perusse@newbostonnh.gov">D.perusse@newbostonnh.gov</a>
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